

October 17, 2007

DUPLICATE APPRAISALS SHOULD BE DELETED

When an employee has multiple appraisals for the same performance cycle, the automated pay pool extract process may be unable to determine which action should be used. To ensure that the correct information is provided to the pay pool panel, rating officials should delete or close any duplicate appraisals in the Performance Appraisal Application (PAA) prior to the end of the rating cycle. To delete or close a duplicate appraisal navigate to the PAA main page and click on the appropriate icon in the delete/close column.

ASSESSMENT STATEMENTS TIPS

During the pay pool process, panel members review each objective rating to ensure it is appropriate based on the provided assessment statements. When preparing objective statements:

- List accomplishments by objective number/title/percentage
- Identify how the objective was met/exceeded
- Limit extraneous information/jargon/acronyms
- Address special circumstances (e.g. staff shortages, special recognition received, etc)
- Avoid special characters (—, “ ”, •, ½)

Rating officials should concur/non-concur with employee assessment statements, ensure justifying statements are provided for contributing factors adjustments or ratings other than three and use contributing factor/performance indicator benchmarks as rating guides. A short seven minute video on the pay pool process and creating effective assessment statements is available at:

<https://www.dencom.army.mil/nsps/nspstools.asp>.

OBJECTIVE ADJUSTMENTS MAY CAUSE STATUS TO CHANGE

When providing recommended ratings, rating officials may make minor changes to an objective. Examples of permissible changes include adding an objective number, title or percentage to the objective text field or correcting a typographical error. When changes are made to an objective, the status may switch to “pending”. If this occurs, the rating official must check the box to the left of the objective title then press the “approve” button directly above the objective table. This will return the objective to an approved status and store a copy of the previous version in the appraisal history region. Minor changes do not need to be coordinated with the higher level reviewer.

Did You Know?



The NSPS performance payout is effective on the first day of the first full pay period in January of each year. This will occur on January 6, 2008 for the current NSPS appraisal cycle. In order to process payout actions, all rating and payout information must be uploaded into the Defense Civilian Personnel Data System (DCPDS) by 14 December 2007.

NSPS Links: www.cpms.osd.mil/nsps • <http://cpol.army.mil/library/general/nsps>